



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-14-05

OPEN TO All interested and qualified candidates

Current mission employees serving a probationary period are not eligible to apply.

POSITION Senior HVAC Automated Controls Technician

OPENING DATE Thursday: October 24, 2013

CLOSING DATE Thursday: November 07, 2013

WORK HOURS Full-time; 40 hour workweek

GRADE/SALARY FSN-07 11,985.00 USD

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking qualified individual for the position of Senior HVAC Automated Controls Technician at the Facilities Maintenance Office.

BASIC FUNCTION OF POSITION

Serves as the Senior Heating Ventilation Air Conditioning (HVAC) Automated Controls Technician responsible for skilled maintenance and repair work throughout the New Embassy Compound (NEC) buildings and grounds. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the work order for windows (WOW) module. The incumbent performs daily work assignments involving HVAC systems and equipment as directed by the Mechanical Engineer and Facility Manager and Work Order system. The incumbent provides coverage for emergency service on HVAC systems as required for 24 hours per day, seven days per week for a (24/7) operation. Incumbent is assigned to the Facilities Management, Mechanical Engineering section. Duties include incumbent to repair, inspect, operate, services, troubleshoots, and maintains building mechanical equipment, air conditioning, refrigeration, chilled water, ventilation, heating, and refrigeration systems and their associated controls.

QUALIFICATIONS (REQUIRED)

Applicants must meet ALL of the following criteria to be considered for employment

1. Education:

Completion of secondary school required. Completion of vocational training from an accredited institute recognized as producing journeyman level technician with specialization in HVAC field.

2.

3. Work Experience:

Seven 7 year's experience in operation and maintenance of office building HVAC systems and associated equipment of which 5 years in

large modern commercial or Government building is required. Experience in maintenance of air cooled chillers is required. Experience in working with or installation of high efficiency air filters/ carbon absorbers, DDC control and water treatment system.

4. Language Proficiency (Applicants Will be tested as applicable):

English: Level III (Good working Knowledge)

Arabic: Level III (Good working Knowledge)

5. Skills and Abilities:

- Must have the ability to self-plan and schedule work assignments accordingly for best use of time.
- Ability to use a variety of powered, non-powered and powered hand tools, electrical diagnostic and special monitoring instruments for the HVAC trades.
- Ability to read and understand mechanical layout drawings, building plans and electrical schematics, one-line diagrams and flow charts.
- A driving license.

SELECTION CRITERIA

- Ability of meet and deal tactfully and courteously with fellow employees, subordinates, supervisory personnel, junior and senior Foreign Service officers, vendors and contractors.
- Ability to assign, supervise, and inspect the work of building trades journeyperson, workers, and trades helpers; read and interpret blueprints and work from plans and specifications; estimate material and labor requirements; analyze situation accurately and adopt an effective course of action; keep accurate records and prepare reports; effectively contribute to the mission on a daily basis by meeting each requirement by effective supervision and efficient use of materials.
- Must have the ability to self-plan and schedule work assignments of subordinates accordingly for best use of time.
- Ability to use a variety of powered, non-powered and powered hand tools, shop equipment such as drills, hammer drills, meggers, electrical meters (volts, resistance, amps, ground), grinders, and a variety of hand tools and equipment associated with the electrical trades. Uses specialty tools such as Infrared Camera, Light meter, circuit tracers, phase sequence indicators and a variety of other equipment that is valued at approximately \$20K total.
- A driving license.

TO APPLY

All applicants must submit the following:

1. DS-174, Application for Employment available at the U.S. Embassy website http://sudan.usembassy.gov/job_opportunities.html, "Job Opportunities".
 - **ONLY Application Form DS-174 will be accepted.**
 - **DO NOT attach any additional documents.**
 - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:00 PM on the closing date.

- Applications received after the closing date will not be considered.

3. Applications may be submitted as follows:

- E-mail: KhartoumHRApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
- By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance.

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.